



Adoption Home Study Document Checklist

Each home study and family are unique, but the forms on this checklist apply to nearly every family we work with. While it includes most of the documents you'll need, there may be times when additional information or forms are required. If that happens, we'll let you know right away so you can provide what's needed and keep your home study on track.

Forms with a * can be down loaded from our website www.TennesseeAdoptionHomeStudyServices.com.
Navigate to the website>More>Downloadable Documents**

Personal Identification & Legal Documents

- ☐ Driver's licenses or state-issued photo IDs (for all adults in the home).
- ☐ Birth certificates (for all household members).
- ☐ Marriage certificate (if married).
- ☐ Divorce decrees (if applicable).
- ☐ Death certificate of former spouse (if applicable).
- ☐ Military discharge papers (DD-214 if applicable).
- ☐ Adoption decrees or custody orders for any previously adopted children.
- ☐ Immigration or citizenship documentation (if not U.S. citizen).
- ☐ Legal name change documentation (if applicable).

Financial Documents

- ☐ Most recent federal tax return (page that shows adjusted income only).
- ☐ Two (2) most recent pay stubs.
- ☐ Verification of Insurance policies (proof of coverage): Homeowner / Renter, Life, Auto.
- ☐ ***Financial Form Worksheet***.
- ☐ Proof of any additional income sources (child support, alimony, etc.).

Health & Medical Records

- ☐ Physical (Must be completed after Home Study application date).
- ☐ *****Medical History Form***.**
- ☐ Tuberculosis (TB) test results. (Statement for low risk may be an option)
- ☐ Mental health evaluation or therapy notes (if required or requested).
- ☐ Proof of medical insurance coverage for all family members.

Background Checks

(Note: We offer an optional streamlined background check package for \$100 per adult. See the “Background Check Guide” for more details – which is available for download on the website)

- ☐ Criminal background check – City, County, State, National.
- ☐ Fingerprint clearance (TBI & FBI).
- ☐ Adam Walsh / Child abuse/neglect registry check – all states lived in, past 5 years - completed by the agency.
- ☐ National Sex Offender registry check – completed by the agency.
- ☐ *****Request for Child Abuse & Neglect History Check***.**

Home & Living Environment / Safety

- ☐ Home safety checklist (agency completed form at the time of the Home Visit).
- ☐ Bacteria Water test results (if on well water).
- ☐ Photos of home exterior (taken during home visit).
- ☐ Firearms safety statement (if guns are in the home).
- ☐ Fire evacuation plan (sometimes required).
- ☐ Verification of pet vaccination records (if pets are in the home / type of pet).
- ☐ *****Pest & Rodent-Free Home Statement***.**
- ☐ *****Home Safety & Emergency Evacuation Plan***.**

Adoption-Specific Documents

- ☐ *****Prospective Adoptive Parent Information***** - one per adoptive parent.
- ☐ *****Joint (Collaborative) Autobiography - completed as a couple (if applicable) summary of relationship***.**
- ☐ Motivation to adopt statement (written by applicants).
- ☐ Parenting plan (how you plan to parent/adopt).
- ☐ Plan for Child Care.
- ☐ *****Guardianship Form***.**

References

- ☐ *****One (1) from a Relative – use Agency Reference letter***.**
- ☐ *****Two (2) from non-relatives – use Agency Reference letter***.**
- ☐ *****All adult children – use Agency Adult Reference Letter***.**
- ☐ Past / Current Therapist / Counselor / Life Coach (if applicable).
- ☐ Childcare providers / Daycare / Nanny / Church (if applicable).
- ☐ Previous Adoption Agency (if applicable).

Other Documents

- ☐ Training certificates (if applicable).
- ☐ Previous home study reports (if applicable).
- ☐ *****Home Study Application***.**
- ☐ *****Service Agreement***.**
- ☐ *****Authorization for Release of Information***.**
- ☐ *****Authorization to Release Adoption Home Study***.**